

## COURT ATTENDANT

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### DEFINITION

Under general supervision of the Director of Courtroom Operations or designee, a Court Attendant maintains security and order in Civil Courtrooms; helps maintain the integrity of the jury process; serves as the court liaison for prospective and sworn jurors, witnesses, attorneys and the public; monitors court surroundings; assists with clerical support and performs related clerical and security duties. Performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

Court Attendant is a non-sworn classification that provides courtroom support by performing a variety of limited security-related duties. This classification is distinguished from a deputy sheriff in that the latter is a sworn law enforcement job class, incumbents of which are armed and have direct responsibility for physical restraint of prisoners, protecting life and property, and apprehending criminal violators.

### TYPICAL TASKS

- conduct search of courtroom and surrounding areas prior to court sessions to ensure courtroom security, and observes people and activities during courtroom hours;
- reports security violations or suspicious items to the Sheriff's Civil Commander or designee; uses designated alarm and communications systems for emergencies; takes immediate first aid/CPR action when needed;
- ensures jurors, spectators, witnesses, and attorneys conform to standards of courtroom demeanor by informing them of appropriate standards;
- monitor persons in the courtroom to ensure non-disruptive activity; instructs jury panel on appropriate courtroom decorum and monitors conformance; prevents any conversations between jurors and the parties to the action while the case is in trial;
- directs members of the media and the public to appropriate area or personnel; responds to questions from the public;
- assists parties, witnesses and the Court Clerk in the handling, presentation and storage of exhibits in court;
- takes charge of the jury, sequesters jurors, transports court files and performs similar duties;
- locates, retrieves, and assists in organizing materials in files; marks and inventories court exhibits; accepts legal documents for filing;
- retrieve and distribute mail; post and distribute court calendars; inventories and ensures appropriate supplies are available for the judge;
- may direct the work of others.

### EMPLOYMENT STANDARDS

#### Knowledge of:

- appropriate security and control measures and procedures;
- clerical and legal recordkeeping practices and procedures;
- office methods such as how to prepare correspondence, reports and statistical data;
- legal terminology of court work and legal process forms, court procedures;

- techniques and practices of effective supervision.

#### **Ability to:**

- observe situations, and identify when to react and determine an appropriate course of action without a supervisor present;
- analyze jury and public requests and determine appropriate response;
- organize, prioritize and complete work assignments with minimal supervision and under time constraints;
- exhibit flexibility/adaptability to changing work assignments;
- establish and maintain an effective working relationship with judges, attorneys, co-workers and the public including dealing with diverse people in a courteous and tactful manner;
- use good judgment and interpersonal skills to mediate and diffuse disputes;
- operate standard office machines and equipment such as a typewriter, computer, printer, taping equipment, adding machine, copying equipment, telephone, fax, courtroom presentation equipment and conference call equipment;
- comprehend, interpret and follow instructions.

#### **EXPERIENCE/EDUCATION**

Education equivalent to graduation from high school or GED - **AND** - two years of work experience providing customer service in a legal, law enforcement, or courtroom setting that included direct person-to-person public contact - OR - successful completion of 30 semester units of course work in the field of criminal justice administration from an accredited college or university. Possession of valid first aid and CPR certificates may be required.

#### **PHYSICAL CHARACTERISTICS**

The following are required to perform the essential security-related support duties: Vision correctable to 20/20 to see and distinguish objects across a courtroom; hearing ability necessary to understand conversations when background noise is present, and ability to communicate with the public and court staff; speech audible over radio communication and throughout the courtroom; mobility to bend, stretch, twist or reach quickly to respond to medical or other emergency situations and to move self from place-to-place quickly to respond to emergency situations. Strength, dexterity, coordination and vision required to use a keyboard and video display terminal. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs.; some reaching for items above and below desk level and above shoulder level.